



**Tender documents for Annual Repair &  
Maintenance Contract for 08 No's Elevators  
at Sukkur IBA University**

**Tender # PROC/EPADS/0102/2025-26**

## **Sukkur IBA University**

**Nisar Ahmed Siddiqui Road Sukkur**

**Email: [info@iba-suk.edu.pk](mailto:info@iba-suk.edu.pk)**

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**Sukkur IBA University**  
www.iba-suk.edu.pk

**NOTICE INVITING TENDER (THROUGH EPADS)  
Tender Proc/EPADS/0102**

Sukkur IBA University invites sealed tenders electronically through EPADS (E-Pak Acquisition & Disposal System) on a **single stage one envelope procedure** from the well-established, reputed, and experienced firms registered with the income tax and sales tax (SRB) department for the Annual Repair & Maintenance Contract for 08 No's Elevators at **Sukkur IBA University-Main Campus**

S. No.	Name of Works	Estimated Cost Rs. in Million	Bid Security (Rs.)	Time for completion
01	Annual Repair & Maintenance Contract for 08 No's Elevators at Sukkur IBA University	1.552 (PKR)	32,000 (PKR)	One Year

**Tender Schedule - Date and Time**

	From	To	Submission	Opening
01	May 19, 2026	June 08, 2026	08-06-2026 03:00 PM Through EPADS	08-06-2026 03:30 PM Through EPADS

**Mandatory Eligibility Criteria:**

All the applicants shall be subjected to initial scrutiny using the following criteria:

- Valid licensed by the Pakistan Engineering Council (PEC) in the category C-6 or above with specialized code, ME-03.
- Bidder must have valid registration with Income Tax and applicable Sales Tax along with Active Taxpayer Status.
- Bidders must have an average annual turnover as per (FBR tax returns) for the last five years that should be more than or equal to the estimated cost of the work.
- An affidavit (on non-judicial stamp paper) declaring that there is no litigation history, no blacklisting, and no involvement in any corrupt, fraudulent, or collusive practices. The affidavit shall also include an undertaking that all information and documents provided are true and correct. If, at any stage, the information is found to be bogus, fake, forged, or counterfeit, action shall be taken in accordance with the applicable rules.
- Affidavit for Bidder must not have forfeited CDR/or bid security with the procurement agency Sukkur IBA University.

**Method of Procurement: Single Stage One Envelope**

**Terms & Conditions**

(a) Under the following conditions, the bid will be rejected:-

- Conditional bids/tenders.
- Bids are not accompanied by a bid security of the required amount and form.
- Blacklisted firms.

**(b) Bid validity Period: 90 days.**

Bidding documents can be obtained and submitted through EPADS as per the above schedule. Bidders are requested to give their Best and Final Price as "No Negotiations" is permitted. Bidding Documents containing detailed terms and conditions can be downloaded from the following websites & submitted electronically through EPADS.

<https://portalsindh.eprocure.gov.pk>

Bid Security in the shape of a pay order should be in favor of **Sukkur IBA University**.

The procuring agency reserves the right to accept or reject any or all bids prior to the acceptance of a bid as per SPP Rules 2010 (Amended to date).

In case of any query/confusion, please email at: [pd@iba-suk.edu.pk](mailto:pd@iba-suk.edu.pk) and [adnan.rasheed@iba-suk.edu.pk](mailto:adnan.rasheed@iba-suk.edu.pk)

**PROJECT DIRECTOR**

**SUKKUR IBA UNIVERSITY**

Nisar Ahmed Siddiqui Road, Sukkur. Ph: 071-5644025  
Fax: 071-5804419



## Important Note

1. Tender bids must be submitted electronically through EPADS, any clause in this tender document asking for manual submission must be replaced and read as **“Through EPADS**
2. Please attach a copy of Bid Security with the technical proposal through EPADS
3. After Uploading the copy of Bid Security Pay Order on EPADS send the sealed original Bid Security to the office of Project Director, Sukkur IBA University before the last date & time of bid submission.
4. In accordance with the established protocols, if a bid is not reflected in the bid opening list in EPADS, it shall be deemed and treated as a "bid not submitted." Therefore, all participants are advised to verify the inclusion of their submissions in the bid opening list to avoid any misinterpretations regarding their bid status



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**SECTION-01**  
**INVITATION TO BIDS**

**Date:**

**Bid Reference No.:**

1. The Sukkur IBA University invites sealed bids from the well reputed and experienced firms registered with the income tax, Sindh Sales Tax (SRB) department and Pakistan Engineering Council for the *Work of Annual Maintenance Contract of 08 No's Elevator at Sukkur IBA University, with the estimated cost of rupees 1.552 million* for one year (extendable).
2. A complete set of Bidding Documents may be downloaded from <https://portalsindh.eprocure.gov.pk/> and [Tenders - Sukkur IBA University](#) . For any query Bidders may contact the Office of the Project Director, Sukkur IBA University, at ([pd@iba-suk.edu.pk](mailto:pd@iba-suk.edu.pk)).
3. All bids must be accompanied by a Bid Security of amount Rs. 32,000/= in the form of (*pay order / demand draft*) and must be uploaded on EPADS and original copy should be delivered to the PD Office Administration Block (Earnest Money Pay Order Only) at or before 15:00 hours, on June 08, 2026. Bids will open at 15:30 hour on the same day via EPADS.



**SECTION-02**  
**BIDDING DATA**

a	Name of Procuring Agency	Sukkur IBA University
b	Brief Description of Work	Annual Repair & Maintenance Contract for 08 No's Elevator installed at Sukkur IBA University
c	Procuring Agency's Address	Nisar Ahmed Siddiqui Road, Sukkur
d	Estimated Cost	1.552 million
e	Amount of Bid Security	32,000 PKR
f	Period of Validity (days)	90 days
g	Performance Security	32,000 PKR (Bid Security of the Successful Bidder will be converted or retained as a Performance Security till the expiry of contract)
h	Percentage, if any, to be deducted from Bills	All Taxes as per Govt rule
i	Deadline for submission of Bids along with time	15:00 hours, on June 08, 2026
j	Venue, Time and Date of Bid Opening	15:30 hour on the same day via EPADS.
k	Time for Completion/ Contract from written order of commence	1 Year (2 Years Extendable with + 10% increment)
l	Liquidity damages	NIL
m	Deposit Receipt No: Date: Amount	N/A



## SECTION-03

### CONDITIONS OF CONTRACT

**Clause – 1: Commencement & Completion Dates of work.** The contractor shall not enter upon or commence any portion of work except with the written authority and instructions of the Engineer-in-charge or of subordinate-in-charge of the work. Failing such authority the contractor shall have no claim to ask for measurements of our payment for work.

The contractor shall proceed with the work with due expedition and without delay completing the work in the time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor and shall be reckoned from the date on which the order to commence work is given to the contractor. And further to ensure good progress during the execution of the work, contractor shall be bound, in all in which the time allowed for completion of any work exceeds one month, to achieve progress on a prorated basis.

**Clause – 2: Liquidated Damages.** The contractor shall pay liquidated damages to the Agency at the rate per day stated in the bidding data for each day that the completion date is later than the Intended completion date; the amount of liquidated damage paid by the contractor to the Agency shall not exceed 10 per cent of the contract price. Agency may deduct liquidated damages from payments due to the contractor. Payment of liquidated damages does not affect the contractor's liabilities.

**Clause – 3: Termination of the Contract.**

**(A)** Procuring Agency/Executive Engineer may terminate the contract if either of the following conditions exist: -

- (i) contractor causes a breach of any clause of the Contract.
- (ii) The progress of any portion of the work is unsatisfactory and notice of 10 days has expired.
- (iii) in the case of abandonment of the work owing to the serious illness or death of the contractor or any other cause.
- (iv) contractor can also request termination of contract if a payment certified by the Engineer is not paid to the contractor within 60 days of the date of the submission of the bill.

**(B)** The Executive Engineer/Procuring Agency has power to adopt any of the following courses as may deem fit: -

- (i) to forfeit the security deposit available except conditions mentioned at A (iii) and (iv) above.
- (ii) to finalize the work by measuring the work done by the contractor.



- (C) In the event of any of the above courses being adopted by the Executive Engineer/Procuring Agency, the contractor shall have: -
- (i) no claim to compensation for any loss sustained by him by reason of his having purchased or procured any materials, entered any engagements, or made any advances on account of, or with a view to the execution of the work or the performance of the contract,
  - (ii) However, the contractor can claim for the work done at site duly certified by the executive engineer in writing regarding the performance of such work and has not been paid.

Procuring Agency/Engineer may invite fresh bids for remaining work.

**Clause 4: Possession of the site and claims for compensation for delay.** The Engineer shall give possession of all parts of the site to the contractor. If possession of site is not given by the date stated in the contract data, no compensation shall be allowed for any delay caused in starting of the work on account of any acquisition of land, water standing in borrow pits/ compartments or in accordance to sanction to estimates. In such case, either date of commencement will be changed, or period of completion is to be extended accordingly.

**Clause –5: Extension of Intended Completion Date.** The Procuring Agency either at its own initiatives before the date of completion or on desire of the contractor may extend the intended completion date, if an event (which hinders the execution of contract) occurs or a variation order is issued which makes it impossible to complete the work by the intended completion date for such period as he may think necessary or proper. The decision of the Executive Engineer in this matter shall be final; where time has been extended under this or any other clause of this agreement, the date for completion of the work shall be the date fixed by the order giving the extension or by the aggregate of all such orders made under this agreement.

When time has been extended as aforesaid, it shall continue to be the essence of the contract, and all clauses of the contract shall continue to be operative during the extended period.

**Clause –6: Specifications.** The contractor shall execute the whole and every part of the work in the most substantial and work-man-like manner and both as regards materials and all other matters in strict accordance with the specifications lodged in the office of the Executive Engineer and initialed by the parties, the said specification being a part of the contract. The contractor shall also confirm exactly, fully and faithfully to the designs, drawing, and instructions in writing relating to the work signed by the Engineer-in-charge and lodge in his office and to which the contractor shall be entitled to have access at such office or on the site of work for the purpose of inspection during office hours and the contractor shall, if he so requires, be entitled at his own expense to make or cause to be made copies of the specifications, and of all such designs,



drawings, and instructions as aforesaid.

**Clause – 7: Payments.**

- (A) **Interim/Running Bill.** Invoices/bills shall be submitted by the contractor on a quarterly basis for the services rendered. The submitted invoices shall be verified by the concerned authority of Sukkur IBA University, and the payment shall be processed and released within thirty (30) days from the date of submission, subject to satisfactory performance of services.
- ~~(B) **The Final Bill.** A bill shall be submitted by the contractor within one month of the date fixed for the completion of the work otherwise Engineer in charge's certificate of the measurements and of the total amount payable for the works shall be final and binding on all parties.~~

**Clause – 8: Reduced Rates.** In cases where the items of work are not accepted as so completed, the Engineer-in-charge may make payment on account of such items at such reduced rates as he may consider reasonable in the preparation of final or on running account bills with reasons recorded in writing.

**Clause – 9: Issuance of Variation and Repeat Orders.**

- (A) Agency may issue a Variation Order for procurement of works, physical services from the original contractor to cover any increase or decrease in quantities, including the introduction of new work items that are either due to change of plans, design or alignment to suit actual field conditions, within the general scope and physical boundaries of the contract.
- (B) Contractor shall not perform a variation until the Procuring Agency has authorized the variation in writing subject to the limit not exceeding the contract cost by of 15% on the same conditions in all respects on which he agreed to do them in the work, and at the same rates, as are specified in the tender for the main work. The contractor has no right to claim for compensation by reason of alterations or curtailment of the work.
- (C) In case the nature of the work in the variation does not correspond with items in the Bill of Quantities, the quotation by the contractor is to be in the form of new rates for the relevant items of work, and if the Engineer-in-charge is satisfied that the rate quoted is within the rate worked out by him on detailed rate analysis, and then only he shall allow him that rate after approval from higher authority.
- (D) The time for the completion of the work shall be extended in the proportion that the additional work bear to the original contact work.
- (E) In case of quantities of work executed result the Initial Contract Price to be exceeded by more than 15%, and then Engineer can adjust the rates for those



quantities causing excess the cost of contract beyond 15% after approval of Superintending Engineer.

- (F) **Repeat Order:** Any cumulative variation, beyond the 15% of initial contract amount, shall be subject of another contract to be tendered out if the works are separable from the original contract.

**Clause-10: Quality Control.**

- (A) **Identifying Defects:** If at any time before the security deposit is refunded to the contractor/during defect liability period mentioned in bid data, the Engineer-in-charge or his subordinate-in-charge of the work may instruct the contractor to uncover and test any part of the works which he considers may have a defect due to use of unsound materials or unskilful workmanship and the contractor has to carry out a test at his own cost irrespective of work already approved or paid.
- (B) **Correction of Defects:** The contractor shall be bound forthwith to rectify or remove and reconstruct the work so specified in whole or in part, as the case may require. The contractor shall correct the notified defect within the Defects Correction Period mentioned in notice.
- (C) **Uncorrected Defects:**
- (i) In the case of any such failure, the Engineer-in-charge shall give the contractor at least 14 days notice of his intention to use a third party to correct a defect. He may rectify or remove, and re-execute the work or remove and replace the materials or articles complained of as the case may be at the risk and expense in all respects of the contractor.
- (ii) If the Engineer considers that rectification/correction of a defect is not essential and it may be accepted or made use of; it shall be within his discretion to accept the same at such reduced rates as he may fix therefore.

**Clause – 11:**

- (A) **Inspection of Operations.** The Engineer and his subordinates, shall at all reasonable times have access to the site for supervision and inspection of works under or in course of execution in pursuance of the contract and the contractor shall afford every facility for and every assistance in obtaining the right to such access.
- (B) **Dates for Inspection and Testing.** The Engineer shall give the contractor reasonable notice of the intention of the Engineer-in-charge or his subordinate to visit the work shall have been given to the contractor, then he either himself be present to receive orders and instructions, or have a responsible agent duly accredited in writing present for that purpose, orders



given to the contractor's duly authorized agent shall be considered to have the same force and effect as if they had been given to the contractor himself.

**Clause – 12: Examination of work before covering up.**

- (A) No part of the works shall be covered up or put out of view/beyond the reach without giving notice of not less than five days to the Engineer whenever any such part of the works or foundations is or are ready or about to be ready for examination and the Engineer shall, without delay, unless he considers it unnecessary and advises the contractor accordingly, attend for the purpose of examining and measuring such part of the works or of examining such foundations;
- (B) If any work is covered up or placed beyond the reach of measurement without such notice having been given, the same shall be uncovered at the contractor's expense, and in default thereof no payment or allowance shall be made for such work, or for the materials with which the same was executed.

**Clause – 13: Risks.** The contractor shall be responsible for all risks of loss of or damage to physical property or facilities or related services at the premises and of personal injury and death which arise during and in consequence of its performance of the contract. If any damage is caused while the work is in progress or become apparent within three months of the grant of the certificate of completion, final or otherwise, the contractor shall make good the same at his own expense, or in default the Engineer may cause the same to be made good by other workmen, and deduct the expenses from retention money lying with the Engineer.

**Clause-14: Measures for prevention of fire and safety measures.** The contractor shall not set fire to any standing jungle, trees, bush-wood or grass without a written permit from the Executive Engineer. When such permit is given, and also in all cases when destroying, cutting or uprooting trees, bush-wood, grass, etc by fire, the contractor shall take necessary measures to prevent such fire spreading to or otherwise damaging surrounding property. The contractor is responsible for the safety of all its activities including protection of the environment on and off the site. Compensation of all damage done intentionally or unintentionally on or off the site by the contractor's labour shall be paid by him.

**Clause-15: Sub-contracting.** The contractor shall not subcontract the whole of the works, except where otherwise provided by the contract. The contractor shall not subcontract any part of the works without the prior consent of the Engineer. Any such consent shall not relieve the contractor from any liability or obligation under the contract and he shall be responsible for the acts, defaults and neglects of any subcontractor, his agents, servants or workmen as if these acts, defaults or neglects were those of the contractor, his agents' servants or workmen. The provisions of this contract shall apply to such subcontractor or his employees as if he or it were employees of the contractor.



**Clause – 16: Disputes.** All disputes arising in connection with the present contract, and which cannot be amicably settled between the parties, , the decision of the Superintending Engineer of the circle/officer/one grade higher to awarding authority shall be final, conclusive and binding on all parties to the contract upon all questions relating to the meaning of the specifications, designs drawings, and instructions, hereinbefore mentioned and as to the quality of workmanship, or materials used on the work or as to any other questions, claim, right, matter, or thing whatsoever in any way arising out of, or relating to the contract design, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution, of failure to execute the same, whether arising, during the progress of the work, or after the completion or abandonment thereof.

**Clause –17: Site Clearance.** On completion of the work, the contractor shall be furnished with a certificate by the Executive Engineer (hereinafter called the Engineer in- charge) of such completion, but neither such certificate shall be given nor shall the work be considered to be complete until the contractor shall have removed all temporary structures and materials brought at site either for use or for operation facilities including cleaning debris and dirt at the site. If the contractor fails to comply with the requirements of this clause then Engineer-in-charge, may at the expense of the contractor remove and dispose of the same as he thinks fit and shall deduct the amount of all expenses so incurred from the contractor’s retention money. The contractor shall have no claim in respect of any surplus materials as aforesaid except for any sum actually realized by the sale thereof.

**Clause –18: Financial Assistance /Advance Payment.**

(A) **Mobilization advance** is not allowed.

~~(B) **Secured Advance against materials brought at site.**~~

~~(i) **Secured Advance may be permitted only against imperishable materials/quantities anticipated to be consumed/utilized on the work within a period of three months from the date of issue of secured advance and definitely not for full quantities of materials for the entire work/contract. The sum payable for such materials on site shall not exceed 75% of the market price of materials.**~~

~~(ii) **Recovery of Secured Advance paid to the contractor under the above provisions shall be affected from the monthly payments on actual consumption basis, but not later than period more than three months (even if unutilized).**~~

**Clause –19: Contract Duration & Extension.**

The contract shall remain valid for a period of one (01) year from the date of signing of the agreement.



Upon successful completion of the first year and satisfactory performance of the contractor, the contract may be extended for an additional one (01) year, making it 1+1 years (maximum two years) with the mutual consent of both parties.

During the extension period, the contract price may be increased up to a maximum of ten percent (10%) of the original contract price, subject to approval by the competent authority of Sukkur IBA University.

**Clause –20: Preventive & Emergency Maintenance.**

The contractor shall perform preventive maintenance of all elevators on a monthly basis to ensure smooth, safe, and reliable operation. Preventive maintenance shall include inspection, lubrication, adjustment, testing of safety devices, and necessary minor repairs.

Service & Maintenance of passenger elevators installed in Sukkur IBA University. This includes,

- a. Car Door contact
- b. Landing Door contact
- c. PCB Card for LOP
- d. Counterweight oil cups brackets
- e. Counterweight pulley
- f. LED Cabin light and any other related jobs.
- g. Immediate repair faulty elevators

In addition to scheduled maintenance, the contractor shall also provide emergency maintenance and breakdown services whenever required upon notification by Sukkur IBA University. The contractor shall respond promptly to such emergency calls to minimize downtime and ensure operational safety of the elevators.



## SECTION-04

### TENDERER'S QUALIFICATION / EVALUATION CRITERIA

#### I. MANDATORY REQUIREMENTS FOR EVALUATION OF TENDER

- a. Bidder must be registered with Pakistan Engineering C-6 (ME-03)
- b. Bidder should have completed minimum five (5) similar nature of work(s) of same / above capacity in the last 5 Years (complete detail with completion latter required)
- c. The Interested bidders should have presence / support / branch offices in Karachi.
- d. Annual Turnover of Last 5 Years (FBR Tax returns), Minimum turnover should be equal to or higher from the estimated project cost.
- e. The Firms / Bidders / Suppliers blacklisted by any Government / Semi Government Organizations shall not be eligible to bid. Affidavit to be submitted.
- f. The Firms / Bidders / Suppliers in litigation with any Government / Semi Government Organizations shall not be eligible to bid. Affidavit to be submitted.
- g. The Firms / Bidders / Suppliers who have failed to perform as per Contract with the Government / Semi Government Organization will not be eligible to bid. Affidavit to be submitted.
- h. Organization structure of the "Contracting Firm" (whether the firm is a partnership or Limited Company etc.
- i. Programmer of work to ensure that the work will be completed within the stipulated time on the prescribed format.

NOTE. THE EVALUATION OF ANY THESE BIDDERS SHALL BE CARRIED OUT WHO WILL COMPLY WITH THE ABOVE PARAMETERS.

#### II. TECHNICAL EVALUATION OF TENDER

- A. It will be examined in detail whether the goods offered by the bidder comply with the technical provisions of the technical bidding documents. For this purpose, the bidder's data submitted with the bid will be compared with the specific work data prescribed by the Employer and technical, feature / criteria of the Goods detailed in the technical provisions. Other technical information submitted by the bidder regarding the scope of work will also be reviewed. In addition to this following Technical Details / Requirement must be provided / complied with the Tender Documents (Technical Bid).



B. Tender shall be rejected if it is non-submission of verifiable proofs against the mandatory as well as general documentary, qualification, and eligibility related requirements.

C. Technical Evaluation:

The firm cleared from initial screening will be evaluated as per following criteria:

The total marks shall be 100. Minimum score for competing in the next stage is 75 %. The Financial Proposal of only the Audit Firm will be opened which secures 75 % or more in the Technical Evaluation.

<b>SR.#</b>	<b>Details</b>	<b>Points</b>
01	<i>Draft of Earnest Money of amount Rs. 32,000/=</i>	<i>Mandatory</i>
02	<i>Certificate of Registration in Pakistan Engineering Council C-6 (ME-03)</i>	<i>Mandatory</i>
03	<i>Income Tax Registration</i>	<i>Mandatory</i>
04	<i>General Sales Tax Registration / Sindh Revenue Board Registration</i>	<i>Mandatory</i>
05	<i>Audited Financial Statement of last five years</i>	<i>Mandatory</i>
06	<i>Affidavit on legal paper of Bidders / Suppliers no litigation history, not blacklisted by any Government / Semi Government Organizations, never included in any corrupt, fraudulent and collusive practices. Also undertaking that the information and documents provided are correct.</i>	<i>Mandatory</i>
07	<i>Affidavit for Bidder must not have forfeited CDR/or bid security with the procurement agency Sukkur IBA University.</i>	<i>Mandatory</i>
08	<i>Annual Turnover of Last 5 Years (FBR Tax returns), Minimum turnover should be equal to or higher from the estimated project cost.</i>	<i>Mandatory</i>
09	<i>Minimum 5 Years Experience of the Firm in similar nature of projects</i>	<i>Mandatory</i>
10	<i>4 Nos Project of similar nature and complexity of passenger lifts (2 or more lifts) of reputed operating &amp; maintenance over last 05 years</i>	<i>Mandatory</i>
11	<i>2 Nos Project of similar nature and complexity of passenger lifts (4 or more) of reputed operating &amp; maintenance over last 05 years</i>	<i>Mandatory</i>
12	<i>Specified Equipment &amp; Machinery in working condition. i. Electrical/Electronic equipment, Mechanical equipment, DVM/AVM, Cable joint tool kit, Power Monitor Meter, module testing software etc.</i>	<i>Mandatory</i>

Notes:

- a) Please attach documentary evidence in support of your claims in above mandatory requirements of Technical Evaluation, if documentary evidence were not attached it will be considered not complying the mandatory requirement.
- b) Bids will be evaluated in a fair, transparent, and non-discriminatory manner. To determine the Most Advantageous bid, following above mandatory scales of evaluation shall be taken into consideration for technical and financial bids.



- c) Failing to fulfill ANY of the Mandatory Requirement will disqualify the bidder from the process.
- d) For final grading of bidders towards contract award, Most Advantageous bid prices will be calculated to ascertain lowest bid for placement of procurement contract.



**SECTION-05**

**SERVICE AND MAINTENANCE AGREEMENT FOR ELEVATORS INSTALLED AT THE SUKKUR IBA UNIVERSITY, SUKKUR**

THIS AGREEMENT is entered into at Sukkur IBA University on \_\_\_\_\_ to \_\_\_\_\_ or 12 months by and between (extendable):

Sukkur IBA University, Sukkur, through its Project Director (Referred to as Customer) which expression shall, where the context permits, include its executors, administrators, successors-in-interest and assigns of the first part.

**2. AND**

Name of Contractor, having its head office at \_\_\_\_\_ and acting through the \_\_\_\_\_, bearing CNIC No. \_\_\_\_\_ (hereinafter referred to as "contractor name" which expression shall, where the context permits, include its executors, administrators, successors-in-interest, and assigns) of the second part.

**3. WHEREAS**

**SERVICE PROVIDER:** -----  
(REFERRED TO AS SIGMA)

**CUSTOMER NAME:** (REFERRED TO AS CUSTOMER)

**TYPE OF EQUIPMENT:** **Repair & Maintenance of Elevators**

TYPE OF SERVICE: MONTHLY MAINTENANCE AND SERVICE OF ELEVATORS OR AS AGREED.

NOW, THEREFORE, THIS SERVICES AGREEMENT WITNSSETH AS FOLLOWS:

2. The maintenance includes the repair and servicing of the elevators once a month during working hours with minor repairs and replacements of parts, if required.
3. Major replacements and repairs shall be carried out on prior approval of cost.
4. All the minor complaints shall be attended and rectified within one day and major complaints shall be attended within 2 days on receipt of intimation.
5. Service & Maintenance of passenger elevators installed in Sukkur IBA University. This includes,



- a. Car Door contact
  - b. Landing Door contact
  - c. PCB Card for LOP
  - d. Counterweight oil cups brackets
  - e. Counterweight pully
  - f. LED Cabin light and any other related jobs.
  - g. Immediate repair faulty elevators
6. Every effort will be made to maintain the elevator in perfect order, to ensure safe and regular service, Subject to Co-operation of Customer.
  7. The responsibility of contractor ceases immediately if a third party is allowed to attempt maintenance or repairing of elevators and is allowed to tamper with the equipment in any manner during our contract.
  8. The contract is subject to termination by serving notice of 30 days by Sukkur IBA University.

**Service & Maintenance Charges:**

The contractor shall provide repair and maintenance services for 08 elevators installed at Sukkur IBA University at the agreed rate of Rs. \_\_\_\_\_ per elevator per month, totalling Rs. \_\_\_\_\_ per month for all elevators.

**Mode of Payment:**

Invoices will be submitted on Quarterly basis and will be cleared/paid after verification about service conducted.

\_\_\_\_\_  
**For and Behalf of Contractor**

\_\_\_\_\_  
**Dated**

\_\_\_\_\_  
**For and Behalf of Customer**  
**Sukkur IBA University, Sukkur.**

\_\_\_\_\_  
**Dated**

**Witnesses:**

1. \_\_\_\_\_

2. \_\_\_\_\_



SECTION-06

BID FORM FINANCIAL

NAME OF BIDDER/FIRM \_\_\_\_\_.

TENDER FOR REPAIR & MAINTENACE CONTRACT OF ELEVATORS

**BOQ FOR YEARLY REPAIR & MAINTENANCE CONTRACT FOR 05 NOS  
ELEVATORS INSTALLED AT SUKKUR IBA UNIVERSITY**

Sr. No.	Particular	Qty	Unit Rate (Monthly)	Total Amount (Monthly)
1	01 x Fuji Elevator installed at EDC Building	01		
2	01 x Fuji Elevator installed at Knowledge Center	01		
3	01 x Fuji Elevator installed at A.B.-II	01		
4	02 x Tica Elevator installed at A.B.-III	02		
5	02 x SJEC Elevator installed at A.B.-V	02		
6	01 x SJEC Elevator installed at Central Cafeteria	01		
Monthly Total Amount of 08 No's Elevators including Taxes				
Yearly Total Amount of 08 No's Elevators including Taxes				



(INTEGRITY PACT)

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC: PAYABLE BY CONTRACTORS**

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC: PAYABLE BY CONTRACTORS**

(FOR CONTRACTS WORTH RS.10.00 MILLION OR MORE)

Contract No. \_\_\_\_\_ Dated \_\_\_\_\_

Contract Value: \_\_\_\_\_

Contract Title: \_\_\_\_\_

.....[name of Contractor] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GOS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GOS) through any corrupt business practice.

Without limiting the generality of the foregoing [name of Contractor] represents and warrants that it has fully declared the brokerage, commission, fees etc paid or payable to anyone and not given or agreed to give and shall not give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary any commission, gratification, bribe, finder's fee or kickback whether described as consultation fees or otherwise with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from. From Procuring Agency (PA) except that which has been expressly declared pursuant hereto.

[name of Contractor] accepts full responsibility and strict liability that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Contractor] accepts accept full responsibility and strict liability for making any false declaration not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall without prejudice to any other rights and remedies available to PA under any law, contract or other instrument to be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard [name of Supplier/ Contractor/ Consultant] agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fees or kickback given by [name of Contractor] as aforesaid for the purpose of obtaining or including the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from PA.

.....  
[Procuring Agency]

[Contractor]



# SUKKUR IBA UNIVERSITY

MERIT - QUALITY - EXCELLENCE

No: SUK-IBA/Rgn/MC/562/25

Date 09-05-2025

## NOTIFICATION

Consequent upon the approval of the Vice Chancellor, Sukkur IBA University, the following Grievance Redressal Committee has been reconstituted to streamline the procurement process of Sukkur IBA University, its Sub-Campuses, Community Colleges & Schools with effective from **May 08, 2025**.

The Grievance Redressal Committee will comprise as under:

S.No.	Name	Role on Committee
1.	Prof. Dr. M. Abdul Rehman Soomrani Pro Vice Chancellor (Sub Campuses) Sukkur IBA University	Convener
2.	Representative of the Accountant General Sindh	External Member
3.	Independent Professional (from relevant field)	External Member

### Functions and Responsibilities of Grievance Redressal Committee/ToR:

#### Complaint Redressal Committee shall be responsible for:

SPPRA Rule 31(4) The Grievance Redressal Committee upon receiving a complaint from an aggrieved bidder may, if satisfied;

(a) prohibit the grievance redressal committee from acting or deciding in a manner, inconsistent with these rules and regulations;

(b) annul in whole or in part, any unauthorized act or decision of the procurement committee; Provided while re-issuing tenders, the procuring agency may change the specifications and other contents of bidding documents, as deemed appropriate.

(bb) recommend to the Head of Department that the case be declared a mis-procurement if material violation of Act, Rules Regulations, Orders, Instructions or any other law relating to public procurement, has been established; and

(c) reverse any decision of the procurement committee or substitute its own decision for such a decision; Provided that the grievance redressal committee shall not make any decision to award the contract.

SPPRA rule 31(5) The grievance redressal committee shall announce its decision within seven days and intimate the same to the bidder and the Authority within three working days. If the committee fails to arrive at the decision within seven days, the complaint shall stand transferred to the Review Committee which shall dispose of the complaint in accordance with the procedure laid down in rule 32, if the aggrieved bidder files the review appeal within ten (10) days of such transfer;

1 of 2

SPPRA Rule 31(6) The Procuring Agency shall award the contract after the decision of the grievance redressal committee;

SPPRA Rule 31 (7) Mere fact of lodging of a complaint shall not warrant suspension of the procurement proceedings; Provided that in case of failure of the Grievance Redressal Committee to decide the complaint; the procuring agency shall not award the contract, until the expiry of appeal period or the final adjudication by the Review Committee.

**This notification supersedes the previous notification No# SUK-IBA/Rgr/451/23 Dated 17-03-2023**

  
**Registrar**  
Sukkur IBA University

**Cc to:**

1. ES to Vice Chancellor
2. All Concerned
3. Office file



# SUKKUR IBA UNIVERSITY

MERIT - QUALITY - EXCELLENCE

No: SUK-IBA/Rgr/MC/1275/25

Date 18-11-2025

## NOTIFICATION

Consequent upon the approval of the Vice Chancellor, Sukkur IBA University, the following Procurement Committee for all Development Works of Sukkur IBA University (Main Campus), all sub-Campuses and IBA Community Colleges and Schools has been reconstituted with effect from December 01, 2025.

The procurement Committee will comprise as under:


S. No	Name	Roles on Committee
1	Engr. Ubedullah Soomro Additional Project Director, Sukkur IBA University	Convener
2	Mr. Hari Lal Nathani Additional Director Procurement, Sukkur IBA University	Member
3	Engr. Tahseen Ahmed Memon Executive Engineer, Sukkur IBA University.	Member
4	Engr. Mansoor Ahmed Memon Deputy Director (P&D)	Member
5	Mr. Irfan Ullah Director, HEC, Islamabad	Member (External) (for PSDP Projects)
	Engr. Haseeb Ansari Additional Director (P&D) NED University of Engineering and Technology, Karachi	Member (External) (for non PSDP Projects)

### Functions and Responsibilities of the Procurement Committee (ToRs):

The procurement committee shall be responsible as per SPP Rule 8:

- Procurement Value Rs 1000000/- and above
- Preparing bidding documents.
- Carrying out a technical and financial evaluation of the bids.
- Preparing evaluation report as provided in Rule 45 of SPP Rules, 2010
- Making recommendations for the award of contract to the competent authority; and
- Perform any other function ancillary and incidental to the above.

This notification supercedes the previous notification # Suk-IBA/Rgr/MC/1104/25 dated: October 08, 2025.

  
Registrar (Acting)  
Sukkur IBA University

Cc to:  
1. IS to Vice Chancellor  
2. All Concerned  
3. Office File

